

Chief, Administrative Services

5 January 1952

Chief, Building Maintenance and Utilities

Report of Operations by the Building Maintenance and Utilities
Division during the month of December, 1951.

Volume:

1. Requests for services processed during month of December
 - A. New Requests by memorandum or requisition 224
 - B. On hand prior to December 1 10
 - Total 234
 - C. Written orders placed with G.S.A. 201
 - D. Number on hand no action as of 31 December 18
 - E. On hand 60 days or more and not yet submitted to GSA (Copies attached hereto) 2
2. Funds obligated (This section submitted January, April, July or October)
 - A. First Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,368.00
 2. Special Projects
 - a. Renovations (6605) \$44,445.00
 - b. Renovations (Other) 480.00
 - Total \$44,925.00
 3. Protective Services (GSA Guards)
 - a. 144 reimbursable posts 61,989.00
 - b. 34 non-reimbursable
 4. Laborers and Trucks (From GSA) 5,334.00
 - Total Funds Obligated \$67,323.00
3. Sums paid to G.S.A. during December against orders encumbered in first, second and third quarters.
 1. Alterations and Installations \$22,304.12
 2. Guards 70,463.83
 3. Laborers and Trucks 5,782.49
 4. Elevator 120.79
 5. National Security Counsel 63.13
 - \$98,734.36
4. Work Load Status
 - A. Number of Requests on which orders have been placed but work has not been completed

30 days old	115
60 days old	89
90 days old	74
120 days old	37
Total	315

4.2. Expenditures to date

-2-

B. Orders submitted to GSA non-reimbursable

In writing	15
Verbal	260
	<u>275</u>

C. Inter-office memorandums	10
Inter-agency letters	8

D. Space moves during December	16
Total personnel moved	250
Man hours by GSA Laborers	1204
Estimated cost	\$1,741.00

25X1A9a

Mac: I talked to John C about revising his report as shown in #1. I think this gives us more information, at least it has information not shown in previous reports. Note pp 4. John has submitted the old and new. Will you indicate which is desired for future reporting."

IS/ Rjp

1-17-52 Howard: "The new form appears to be better. However, what is John doing to reduce Item #4 to more reasonable numbers."

BI Mack

25X1A9a

"Let's use the new form hereafter and re Item 4 Let's see if we can't wipe out the 34 months rule. (S, Howard